



Executive Committee Meeting
Behavioral Science Research Corporation
2121 Ponce de Leon Boulevard, Suite 240, Coral Gables, FL 33134 and via Zoom
December 15, 2021

Approved April 27, 2022

#	Members	Present	Absent	Guests
1	Duberli, Francesco	x*		Samantha Cadet
2	Gallo, Giselle	x*		Brad Mester
3	Goldberg, David	x		
4	Herz, Stephen		x	
5	Iadarola, Dennis		x	
6	Neff, Travis	x*		
7	Sarmiento, Abril	x*		
8	Shmuels, Diego		X	
9	Vaughn, Sannita	x*		Staff
10	Vacant			Bontempo, Christina
11	Vacant			Ladner, Robert
12	Vacant			Meizoso, Marlen
Quorum = 5 * In-person attendees				

Note that all documents referenced in these minutes were accessible to members and the public prior to (and during) the meeting, at www.aidsnet.org/meeting-documents. This meeting was held in a hybrid format with attendance in-person and via Zoom.

I. Call to Order

Executive Committee Chair, Travis Neff, called the meeting to order at 10:15 a.m.

II. Introductions and Roll Call

Members and staff introduced themselves; staff announced online attendees.

III. Housekeeping/Meeting Rules

Mr. Neff briefly reviewed the PowerPoint, *Partnership Meeting Housekeeping -- Hybrid meetings* (copy on file), which briefly explains best meeting practices and decorum. Members and guests were reminded that this meeting – including video, audio, and chat box input – is being recorded and will become part of the public record.

IV. Floor Open to the Public

Mr. Neff opened the floor to the public with the following statement:

“Pursuant to Florida Sunshine Law, I want to provide the public with a reasonable opportunity to be heard on any item on our agenda today. If there is anyone who wishes to be heard, I invite you to speak now. Each person will be given three minutes to speak. Please begin by stating your name and address for the record before you talk about your concerns. BSR has a dedicated telephone line as well as a general email address for statements to be read into the record. No statements were received via the telephone line or email.”

There were no members of the public present; the floor was subsequently closed.

V. Review/Approve Agenda

The committee reviewed the agenda and accepted it as presented.

Motion to approve the agenda.

Moved: Giselle Gallo

Seconded: David Goldberg

Motion: Passed

VI. Review/Approve Minutes of October 27, 2021

Members reviewed the minutes of the Executive Committee meeting of October 27, 2021, and accepted them as presented.

Motion to approve the minutes of the October 27, 2021, meeting as presented.

Moved: Sannita Vaughn

Seconded: Giselle Gallo

Motion: Passed

VII. Standing Business

▪ **Vacancy Updates**

Marlen Meizoso reviewed the Vacancy Report (copy on file). Partnership applicants have been appointed by Mayor Daniella Levine Cava. There are still several vacancies on the Partnership, committees, and the subcommittee. Members were encouraged to invite others to meetings or have interested parties contact staff.

VIII. New Business

▪ **Policy and Procedure Clarification**

Mrs. Meizoso reviewed three suggested clarificatory statements to the Policy and Procedure. The first statement related to membership terms. Based on prior conversations, language changes and clarifications were suggested to page 26, third paragraph. The proposed language would read “These ‘placeholder’ members may remain on the Subcommittee/Committee they are on until their seat is replaced. For non-grantee appointee seats, all efforts will be made to fill vacancies within a year.” The second and third statements related to the officers on pg. 28 and pg. 29. The proposed language would read “If elections cannot be held when scheduled, the election will be held at the next meeting” which would be added after the third paragraph. The final statement related to the terms of office. Proposed language was going to indicate that terms began from election date which would mean that if an election was late it would shift future elections. Rather than constantly move the election date, the committee offered to change the language. The new language on pg. 29 would now read, “Officers of the Partnership, standing committee, and subcommittee shall serve until the next regularly scheduled election.” The committee made a motion to accept the proposed language changes to the Policy and Procedure Manual.

Motion to accept the proposed language changes to the Policy and Procedure Manual.

Moved: Giselle Gallo

Seconded: Sannita Vaughn

Motion: Passed

▪ **Discussion of Integrated Plan Meetings**

Christina Bontempo reviewed proposed changes to the meeting dates of Strategic Planning and the Prevention meetings (copy on file). The 2022-2026 Integrated Plan is due in December but both

committees only meet quarterly. To ensure the plan development is completed by Fall, staff is suggesting having regular meetings in January and joint meetings from March-June. The needs assessment will be taking place June-September. Any items that need to be addressed individually by the Strategic Planning and Prevention committees, such as membership, can be done early on the joint agenda. The committee agreed it was a good idea. Calendars will be updated, and a flyer will be shared widely. It was suggested to have one master calendar with dates shared.

IX. Announcements

David Goldberg announced that the Department of Health will be closed 12/23, 12/24, 12/30 and 12/31.

X. Next Meeting

The next regularly scheduled Executive Committee meeting will be February 23, 2022.

XI. Adjournment

Motion to adjourn:

Moved: David Goldberg

Second: Giselle Gallo

Motion: Passed

Travis Neff adjourned the meeting at 10:47 a.m.